

# Tax Tuition and Enrollment Fees

Last Modified on 02/17/2021 10:35 am EST

If you charge tax on service fees (class tuition), you'll need to set *Tax Tuition Fees* to **Yes** (from the *Gear icon > Settings > General > Organization Defaults (left menu) > Tax Settings*). Additionally, you need to add the *Tax Rate* and modify the *Tax Label* when needed.

### Tax Settings

MAKE SALE/POST FEES: ADD TAX IN THE 'POST FEES' SECTION ?

YES  NO

**TAX TUITION FEES ?**

YES  NO

TAX REGISTRATION FEES ?

YES  NO

TAX RATE: 7.5000

TAX LABEL: Tax

When *Tax Tuition Fees* is set to **Yes**, the *Post Enrollment Fees* window that opens after a student is enrolled includes a tax field, and the tax is automatically calculated based on the *Tax Rate* entered in *Organization Defaults > Tax Settings*.

## Post Enrollment Fees

Family: Dierksen  
504 Jordan Avenue  
Davidson, NC 28078  
Home Phone (704) 555-4446

### Tuition Fees ?

Student	Class	Session	Category 1	Billing Method	Discount Rule	Tuition Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Details	Notes	Post
David	Hip Hop L2 - Thurs 7pm	Winter 2021	Dance	By Total Hours		2/17/2021		67.50	0.00	5.06	72.56			<input checked="" type="checkbox"/>

## Apply Tax when Posting Tuition Fees

When Posting Tuition Fees (*Transactions menu > Post Tuition Fees*) the **Apply tax to tuition** option under *Additional Settings* defaults to checked. Uncheck this box if you do not want to apply taxes to student tuition.

### Additional Settings

- Post tuition to active classes only
- Post tuition to students with Enroll Type= Trial
- Post tuition to students with Enroll Type=Waitlist
- Prorate tuition for future enrollments during Billing Cycle
- Prorate tuition for drops during Billing Cycle
- Include all classes when calculating multi-class discounts
- Apply tax to tuition**

